



# California High-Speed Rail Authority 2013-14 Position Summary and Vacancy Report Executive Summary Report

June 2014

Chief Executive Officer  
Jeff Morales  
and  
Chief Deputy Director  
Dennis Trujillo

	Alloted		Revised				
	Total Positions Authorized	Budget Act	Total Positions Authorized	Total Vacant Positions	Prior Month Vacant Positions	Vacancy Rate	YTD Expenditures
All Divisions	174.0	\$12,035,916	174.0	56.0	54.5	32.2%	\$7,530,133
Executive Office	14.0	\$1,406,855	14.0	4.0	4.0	28.6%	\$865,286
Administration Office	26.0	\$1,488,943	26.0	5.0	5.0	19.2%	\$849,807
External Affairs Office	13.0	\$979,750	13.0	3.0	3.0	23.1%	\$679,068
Financial Office	42.0	\$2,175,587	42.0	11.0	8.5	26.2%	\$1,234,291
Legal Office	6.0	\$568,300	6.0	0.0	0.0	0.0%	\$396,881
Program Management Office	73.0	\$5,386,481	73.0	33.0	34.0	45.2%	\$3,504,800
Total	174.0	\$12,035,916	174.0	56.0	54.5	32.2%	\$7,530,133
Vacancy Rate Including All Vacant Positions	<u>174.0</u>		<u>174.0</u>	<u>56.0</u>	<u>54.5</u>	<u>32.2%</u>	<u>Balance \$4,505,783</u>

The California High-Speed Rail Authority (Authority) received an increase of 106.5 newly authorized positions for Fiscal Year 2013/14, increasing the total number of authorized from 67.5 to 174. The effective dates were staggered between August 2013 through January 2014. The Authority implemented a diligent recruitment plan to fill the majority of these positions before the end of the current fiscal year. A significant challenge to filling vacancies was due to classifications requiring the development of examinations because there was no prior existing examination list available for the Authority's use. The examination development process typically takes approximately four months and requires a time commitment from subject matter experts at the Authority and other departments who have staff that are available to assist. The Authority has transitioned the Human Resource personal services contract from DGS to Caltrans. This will streamline the duty statement approval process given that many of the classifications that the Authority utilizes exist at Caltrans. This will apply to any positions that are authorized in future fiscal years.

## California High-Speed Rail Authority 2013-14 Position Summary and Vacancy Report Executive Division

June 2014

Chief Deputy Director  
Dennis Trujillo

	Alloted		Revised				
	Total Positions Authorized	Budget Act	Total Positions Authorized	Total Vacant Positions	Prior Month Vacant Positions	Vacancy Rate	YTD Expenditures
<b>Executive Office</b>	14.0	\$1,406,855	14.0	4.0	4.0	28.6%	\$865,286
Executive Director/CEO	1.0	\$375,948	1.0	0.0	0.0	0.0%	\$313,296
	1.0	\$375,948	1.0	0.0	0.0	0.0%	\$313,296
<b>Executive Staff</b>							
Chief Deputy Director	1.0	\$142,896	1.0	0.0	0.0	0.0%	\$121,222
Risk Manager	1.0	\$162,996	1.0	0.0	0.0	0.0%	\$138,272
Supervising Transportation Engineer	1.0	\$84,753	1.0	1.0	1.0	100.0%	\$0
Administrative Assistant II	2.0	\$128,352	2.0	0.0	0.0	0.0%	\$140,946
Special Assistant	1.0	\$49,992	1.0	0.0	0.0	0.0%	\$42,410
	6.0	\$568,989	6.0	1.0	1.0	16.7%	\$442,850
<b>Audit Services</b>							
Sr. Management Auditor	2.0	\$156,912	2.0	1.0	1.0	50.0%	\$69,588
Staff Management Auditor	1.0	\$51,813	1.0	0.0	0.0	0.0%	\$14,483
Assoc. Management Auditor	4.0	\$189,288	4.0	2.0	2.0	50.0%	\$25,069
	7.0	\$398,013	7.0	3.0	3.0	42.9%	\$109,140
<b>Total</b>	14.0	\$1,406,855	14.0	4.0	4.0	28.6%	\$865,286
<b>Vacancy Rate Including All Vacant Positions</b>	<b>14.0</b>		<b>14.0</b>	<b>4.0</b>	<b>4.0</b>	<b>28.6%</b>	<b>Balance</b>
							<b>\$541,569</b>

The High-Speed Rail Authority (Authority) Executive Division received 7 newly authorized positions for the 2013/14 Fiscal Year, bringing the total number of authorized positions from 7 to 14. The Authority has been undergoing a diligent recruitment plan in order to fill a majority of these positions before the end of the current fiscal year.

## California High-Speed Rail Authority 2013-14 Position Summary and Vacancy Report Administrative Division

June 2014

Chief Administrative Officer  
Wendy Boykins

	Allotted		Revised				
	Total Positions Authorized	Budget Act	Total Positions Authorized	Total Vacant Positions	Prior Month Vacant Positions	Vacancy Rate	YTD Expenditures
<b>Administration Office</b>	26.0	\$1,488,943	26.0	5.0	5.0	19.2%	\$849,807
Chief Administrative Officer	1.0	\$94,044	1.0	0.0	0.0	0.0%	\$80,720
	1.0	\$94,044	1.0	0.0	0.0	0.0%	\$80,720
<b>Human Resources</b>							
Staff Services Manager I	1.0	\$70,560	1.0	0.0	0.0	0.0%	\$58,800
Associate Governmental Program Analyst	1.0	\$52,800	1.0	0.0	0.0	0.0%	\$18,040
Staff Services Analyst	2.0	\$82,305	2.0	0.0	0.0	0.0%	\$46,336
Assoc. Personnel Assistant	1.0	\$43,866	1.0	0.0	0.0	0.0%	\$24,514
Office Technician (Typing)	1.0	\$39,168	1.0	0.0	0.0	0.0%	\$22,644
	6.0	\$288,699	6.0	0.0	0.0	0.0%	\$170,334
<b>Business Services</b>							
Staff Services Manager I	1.0	\$50,427	1.0	0.0	0.0	0.0%	\$61,090
Associate Governmental Program Analyst	2.0	\$87,732	2.0	1.0	1.0	50.0%	\$16,295
Office Technician	2.0	\$79,512	2.0	0.0	0.0	0.0%	\$57,297
	5.0	\$217,671	5.0	1.0	1.0	20.0%	\$134,682
<b>Information Technology</b>							
Data Processing Manager IV	1.0	\$99,012	1.0	1.0	1.0	100.0%	\$56,905
Data Processing Manager II	1.0	\$83,868	1.0	0.0	0.0	0.0%	\$71,635
System Software Specialist II (Supv)	2.0	\$116,775	2.0	1.0	1.0	50.0%	\$39,903
Sr. Information System Analyst (Spec)	3.0	\$141,669	3.0	1.0	1.0	33.3%	\$76,861
Staff Programmer Analyst (Spec)	1.0	\$51,894	1.0	1.0	0.0	100.0%	\$0
Sr. Programmer Analyst (Spec)	1.0	\$50,139	1.0	0.0	0.0	0.0%	\$58,960
Staff Information Systems Analyst	2.0	\$131,196	2.0	0.0	1.0	0.0%	\$42,538
Associate Information Systems Analyst	3.0	\$150,072	3.0	0.0	0.0	0.0%	\$117,269
	14.0	\$824,625	14.0	4.0	4.0	28.6%	\$464,071
<b>Total</b>	26.0	\$1,488,943	26.0	5.0	5.0	19.2%	\$849,807
<b>Vacancy Rate Including All Vacant Positions</b>	<b>26.0</b>		<b>26.0</b>	<b>5.0</b>	<b>5.0</b>	<b>19.2%</b>	<b>Balance</b>
							<b>\$639,136</b>

The High-Speed Rail Authority (Authority) Administration Division received 15 newly authorized positions for the 2013/14 Fiscal Year, bringing the total number of authorized positions from 11 to 26. The Authority has been undergoing a diligent recruitment plan in order to fill a majority of these positions before the end of the current fiscal year.

## California High-Speed Rail Authority 2013-14 Position Summary and Vacancy Report External Affairs Division

June 2014

Chief of External Affairs  
Robert Magnuson

	Alloted		Revised				
	Total Positions Authorized	Budget Act	Total Positions Authorized	Total Vacant Positions	Prior Month Vacant Positions	Vacancy Rate	YTD Expenditures
<b>External Affairs Division</b>	13.0	\$979,750	13.0	3.0	3.0	23.1%	\$679,068
Chief of Communications/External Affairs	1.0	\$115,008	1.0	0.0	0.0	0.0%	\$65,868
	1.0	\$115,008	1.0	0.0	0.0	0.0%	\$65,868
<b>Office of External Affairs</b>							
Deputy Director of External Affairs	1.0	\$114,996	1.0	0.0	0.0	0.0%	\$75,838
	1.0	\$114,996	1.0	0.0	0.0	0.0%	\$75,838
<b>Office of Legislation</b>							
Deputy Director of Legislation**	0.0	\$96,576	0.0	1.0	1.0	0.0%	\$64,850
Associate Governmental Program Analyst	1.0	\$52,800	1.0	0.0	0.0	0.0%	\$30,800
Legislative Aide	1.0	\$44,112	1.0	0.0	0.0	0.0%	\$39,616
	2.0	\$193,488	2.0	1.0	1.0	50.0%	\$135,266
<b>Office of Small Business</b>							
Staff Services Manager II*	1.0	\$55,368	1.0	1.0	1.0	100.0%	\$0
	1.0	\$55,368	1.0	1.0	1.0	100.0%	\$0
<b>Office of Communications</b>							
Deputy Director Public Affairs	1.0	\$91,152	1.0	0.0	0.0	0.0%	\$79,404
Information Officer I	5.0	\$257,508	5.0	1.0	1.0	20.0%	\$165,790
Associate Governmental Program Analyst	1.0	\$43,866	1.0	0.0	0.0	0.0%	\$16,047
Graphics Designer II	1.0	\$44,460	1.0	0.0	0.0	0.0%	\$37,975
	8.0	\$436,986	8.0	1.0	1.0	20.0%	\$299,216
<b>Caltrans On-loan Positions</b>	0.0	\$0	0.0	0.0	0.0	0.0%	\$102,880
	0.0	\$0	0.0	0.0	0.0	0.0%	\$102,880
<b>Total</b>	13.0	\$979,750	13.0	3.0	3.0	23.1%	\$679,068
<b>Vacancy Rate Including All Vacant Positions</b>	<b>13.0</b>		<b>13.0</b>	<b>3.0</b>	<b>3.0</b>	<b>23.1%</b>	<b>Balance</b>
							<b>\$300,682</b>
*Caltrans Loaned Position							
**Temporary Help Position							

The High-Speed Rail Authority (Authority) External Affairs Division received 4 newly authorized positions for the 2013/14 Fiscal Year, bringing the total number of authorized positions from 9 to 13. The Authority has been undergoing a diligent recruitment plan in order to fill a majority of these positions before the end of the current fiscal year.



# California High-Speed Rail Authority 2013-14 Position Summary and Vacancy Report Financial Office

June 2014

Chief Financial Officer  
Russell Fong

	Alloted		Revised				
	Total Positions Authorized	Budget Act	Total Positions Authorized	Total Vacant Positions	Prior Month Vacant Positions	Vacancy Rate	YTD Expenditures
<b>Financial Services Division</b>	42.0	\$2,175,587	42.0	11.0	8.5	26.2%	\$1,234,291
Chief Financial Officer	1.0	\$124,200	1.0	0.0	0.0	0.0%	\$104,122
Fiscal Services Administrator	1.0	\$60,300	1.0	1.0	1.0	100.0%	\$0
	2.0	\$184,500	2.0	1.0	1.0	50.0%	\$104,122
<b>Office of Accounting</b>							
Accounting Administrator II	1.0	\$77,196	1.0	0.0	0.0	0.0%	\$64,330
Accounting Administrator I (Sup)	2.0	\$100,854	2.0	0.0	0.0	0.0%	\$95,275
Accounting Administrator I (Spec)	1.0	\$48,186	1.0	1.0	1.0	100.0%	\$0
Associate Accounting Analyst	2.0	\$111,690	2.0	1.0	1.0	50.0%	\$28,991
Sr. Accounting Officer (Specialist)	6.0	\$289,740	6.0	1.0	0.0	16.7%	\$163,403
Accountant Trainee	7.0	\$251,712	7.0	1.0	0.0	14.3%	\$162,603
Accounting Technician	1.0	\$38,484	1.0	1.0	1.0	100.0%	\$33,265
	20.0	\$917,862	20.0	5.0	3.0	25.0%	\$547,867
<b>Office of Budgets</b>							
Staff Services Manager II	1.0	\$77,196	1.0	0.0	0.0	0.0%	\$64,330
Associate Budget Analyst	2.0	\$87,732	2.0	0.0	0.0	0.0%	\$51,955
Associate Governmental Program Analyst	2.0	\$111,012	2.0	1.0	0.0	50.0%	\$93,899
	5.0	\$275,940	5.0	1.0	0.0	20.0%	\$210,184
<b>Office of Contracts &amp; Procurement</b>							
Staff Services Manager I	1.0	\$73,524	1.0	1.0	0.0	100.0%	\$56,983
Associate Governmental Program Analyst/Staff Services Analyst	10.5	\$512,067	10.5	1.0	1.0	9.5%	\$263,960
Staff Services Analyst	1.5	\$70,596	1.5	1.0	1.5	66.7%	\$51,175
Office Technician	1.0	\$26,766	1.0	1.0	1.0	100.0%	\$0
	14.0	\$682,953	14.0	4.0	3.5	28.6%	\$372,118
<b>Office of Grants</b>							
Staff Services Manager I	1.0	\$50,427	1.0	0.0	1.0	0.0%	\$0
	1.0	\$50,427	1.0	0.0	1.0	0.0%	\$0
<b>Total</b>	42.0	\$2,175,587	42.0	11.0	8.5	26.2%	\$1,234,291
<b>Vacancy Rate Including All Vacant Positions</b>	42.0		42.0	11.0	8.5	26.2%	Balance \$941,296

The High-Speed Rail Authority (Authority) Financial Office received 27.5 newly authorized positions for the 2013/14 Fiscal Year, bringing the total number of authorized positions from 14.5 to 42. The Authority has been undergoing a diligent recruitment plan in order to fill a majority of these positions before the end of the current fiscal year.

# California High-Speed Rail Authority 2013-14 Position Summary and Vacancy Report Legal Division

June 2014

Chief Counsel  
 Thomas Fellenz

	Alloted		Revised				
	Total Positions Authorized	Budget Act	Total Positions Authorized	Total Vacant Positions	Prior Month Vacant Positions	Vacancy Rate	YTD Expenditures
<b>Legal Division</b>	6.0	\$568,300	6.0	0.0	0.0	0.0%	\$396,881
Chief Counsel	1.0	\$160,896	1.0	0.0	0.0	0.0%	\$134,080
Assistant Chief Counsel	1.0	\$124,212	1.0	0.0	0.0	0.0%	\$88,826
Attorney III	1.0	\$77,220	1.0	0.0	0.0	0.0%	\$49,933
Attorney I	2.0	\$98,202	2.0	0.0	0.0	0.0%	\$87,742
Associate Governmental Program Analyst	1.0	\$43,866	1.0	0.0	0.0	0.0%	\$36,300
	6.0	\$504,396	6.0	0.0	0.0	0.0%	\$396,881
 Total	 6.0	 \$568,300	 6.0	 0.0	 0.0	 0.0%	 \$396,881
 <b>Vacancy Rate Including All Vacant Positions</b>	 <b>6.0</b>		 <b>6.0</b>	 <b>0.0</b>	 <b>0.0</b>	 <b>0.0%</b>	 <b>Balance</b>
							<b>\$171,419</b>

The High-Speed Rail Authority (Authority) Legal Division received 2 newly authorized positions for the 2013/14 Fiscal Year, bringing the total number of authorized positions from 4 to 6. The Authority has been undergoing a diligent recruitment plan in order to fill a majority of these positions before the end of the current fiscal year.

# California High-Speed Rail Authority 2013-14 Position Summary and Vacancy Report Program Management Division

June 2014

 Chief Program Manager  
 Frank Vacca

	Allotted		Revised				
	Total Positions Authorized	Budget Act	Total Positions Authorized	Total Vacant Positions	Prior Month Vacant Positions	Vacancy Rate	YTD Expenditures
Program Management	73.0	\$5,386,481	73.0	33.0	34.0	45.2%	\$3,504,800
Chief Program Manager	1.0	\$324,996	1.0	0.0	0.0	0.0%	\$274,890
Assistant Chief Program Manager	1.0	\$140,652	1.0	0.0	0.0	0.0%	\$117,210
	2.0	\$465,648	2.0	0.0	0.0	0.0%	\$392,100
Engineering Division							
Principal Transportation Engineer	1.0	\$93,132	1.0	1.0	1.0	100.0%	\$0
	1.0	\$93,132	1.0	1.0	1.0	100.0%	\$0
Contract Compliance Division							
Staff Services Manager II	1.0	\$75,036	1.0	0.0	0.0	0.0%	\$26,771
Staff Services Manager I (Spec)	1.0	\$64,548	1.0	1.0	1.0	100.0%	\$0
Transportation Engineer (Civil)	1.0	\$73,236	1.0	1.0	1.0	100.0%	\$0
Associate Governmental Program Analyst	3.0	\$131,698	3.0	1.0	1.0	33.3%	\$19,092
	6.0	\$344,418	6.0	3.0	3.0	50.0%	\$45,863
Design and Construction Division							
Principal Transportation Engineer	1.0	\$93,132	1.0	0.0	0.0	0.0%	\$31,540
Supervising Transportation Engineer (CP 1)	1.0	\$85,379	1.0	0.0	0.0	0.0%	\$19,392
Supervising Transportation Engineer (CP 2)	1.0	\$85,379	1.0	0.0	0.0	0.0%	\$10,174
Senior Transportation Engineer	1.0	\$80,964	1.0	0.0	0.0	0.0%	\$20,332
Senior Bridge Engineer	1.0	\$80,964	1.0	0.0	1.0	0.0%	\$51,780
Transportation Engineer (Range D)*	5.0	\$349,335	5.0	4.0	3.0	80.0%	\$48,708
	10.0	\$775,153	10.0	4.0	4.0	40.0%	\$181,926
Right of Way Division							
Principal Right of Way Agent	1.0	\$70,515	1.0	0.0	0.0	0.0%	\$64,416
Supervising Right of Way Agent	1.0	\$85,524	1.0	1.0	1.0	100.0%	\$0
Senior Right of Way Agent	7.0	\$483,042	7.0	0.0	0.0	0.0%	\$329,646
Associate Right of Way Agent*	1.0	\$46,062	1.0	1.0	1.0	100.0%	\$0
	10.0	\$685,143	10.0	2.0	2.0	20.0%	\$394,062
Environmental Planning Division							
Director of Environmental Services	1.0	\$124,200	1.0	0.0	0.0	0.0%	\$104,560
Supervising Environmental Planner	1.0	\$64,143	1.0	1.0	1.0	100.0%	\$0
Senior Environmental Planner	8.0	\$479,541	8.0	4.0	4.0	50.0%	\$282,528
Environmental Scientist	1.0	\$56,760	1.0	0.0	0.0	0.0%	\$47,300
	11.0	\$724,644	11.0	5.0	5.0	45.5%	\$434,388
Project Management Division							
Principal Transportation Engineer	1.0	\$93,132	1.0	0.0	0.0	0.0%	\$30,082
	1.0	\$93,132	1.0	0.0	0.0	0.0%	\$30,082
Project Managers Division							
Project Managers							
Supervising Transportation Engineer	2.0	\$85,379	2.0	1.0	1.0	50.0%	\$20,348
Transportation Engineer (Civil)	1.0	\$73,236	1.0	1.0	1.0	100.0%	\$0
Senior Transportation Engineer	1.0	\$80,964	1.0	1.0	1.0	100.0%	\$0
	4.0	\$239,579	4.0	3.0	3.0	75.0%	\$20,348
Project Management							
A&E Contract Management							
Supervising Transportation Engineer*	1.0	\$85,379	1.0	1.0	1.0	100.0%	\$0
Senior Transportation Engineer	1.0	\$118,440	1.0	0.0	0.0	0.0%	\$100,476
Transportation Engineer (Civil)	1.0	\$103,560	1.0	0.0	0.0	0.0%	\$85,296
	3.0	\$307,379	3.0	1.0	1.0	100.0%	\$185,772
Project Management							
Policy/Program Controls							
Supervising Transportation Engineer	1.0	\$85,379	1.0	0.0	0.0	0.0%	\$0
Senior Transportation Engineer*	1.0	\$80,964	1.0	1.0	1.0	100.0%	\$0
	2.0	\$166,343	2.0	1.0	1.0	50.0%	\$0
Project Management							
Administration							
Staff Services Manager I (Sup)	1.0	\$64,548	1.0	1.0	1.0	100.0%	\$0
Associate Governmental Program Analyst*	1.0	\$43,866	1.0	1.0	1.0	100.0%	\$0
Office Technician	2.0	\$53,542	2.0	2.0	2.0	100.0%	\$0
	4.0	\$161,956	4.0	4.0	4.0	100.0%	\$0
Project Management							
Procurement							
Supervising Transportation Engineer	1.0	\$85,379	1.0	1.0	1.0	100.0%	\$0
	1.0	\$85,379	1.0	1.0	1.0	100.0%	\$0
Transportation/Commercial Planning Division							
Supervising Transportation Planner	2.0	\$127,386	2.0	2.0	2.0	100.0%	\$0
Senior Transportation Planner	5.0	\$329,975	5.0	3.0	3.0	60.0%	\$136,762
	7.0	\$457,361	7.0	5.0	5.0	71.4%	\$136,762
Northern Region							
Northern California Regional Director	1.0	\$144,996	1.0	0.0	0.0	0.0%	\$123,002
Information Officer I	1.0	\$43,866	1.0	0.0	0.0	0.0%	\$26,400
Administrative Assistant I	1.0	\$38,151	1.0	1.0	1.0	100.0%	\$0
	3.0	\$227,013	3.0	1.0	1.0	33.3%	\$149,402
Central Valley							
Central Valley Regional Director	1.0	\$138,300	1.0	0.0	0.0	0.0%	\$120,770
Senior Right of Way Agent	1.0	\$69,005	1.0	0.0	1.0	0.0%	\$0
Information Officer I	2.0	\$87,732	2.0	0.0	0.0	0.0%	\$52,800
Administrative Assistant I	1.0	\$38,151	1.0	1.0	1.0	100.0%	\$0
	5.0	\$333,188	5.0	1.0	2.0	20.0%	\$173,570
Southern Region							
Southern California Regional Director	1.0	\$144,996	1.0	0.0	0.0	0.0%	\$123,002
Information Officer I	1.0	\$43,866	1.0	0.0	0.0	0.0%	\$6,800
Administrative Assistant I	1.0	\$38,151	1.0	1.0	1.0	100.0%	\$0
	3.0	\$227,013	3.0	1.0	1.0	33.3%	\$131,802
Caltrans On-loan Positions	0.0	\$0	0.0	0.0	0.0	0.0%	\$1,228,723
	0.0	\$0	0.0	0.0	0.0	0.0%	\$1,228,723
Total	73.0	\$5,386,481	73.0	33.0	34.0	45.2%	\$3,504,800
Vacancy Rate Including All Vacant Positions	73.0		73.0	33.0	34.0	45.2%	Balance
*Caltrans On-Loan Position							\$1,891,681

The High-Speed Rail Authority (Authority) Program Management Division received 52 newly authorized positions for the 2013/14 Fiscal Year, bringing the total number of authorized positions from 21 to 73. The Authority has been undergoing a diligent recruitment plan in order to fill a majority of these positions before the end of the current fiscal year.